

**TECHNOLOGY CENTER SCHOOL BOARD MEMBER WORKSHOP
CERTIFICATION OF COMPLETION FORM**

This workshop has been approved by the Oklahoma Department of Career and Technology Education. Please complete and sign this form for verification of attendance.

Board Member Information

☐ **New Board Member** ☐ **Incumbent** ☐ **Board-Appointed**

Name: _____

Address: _____

City: _____ State: OK Zip: _____

School District: _____ County: _____

Workshop Information

Workshop Title: _____

Workshop Site: _____ City: _____ Date: _____

<i>Indicate number of hours requested next to the area of training.</i>	
NEW/INCUMBENT School Board Member Training	
_____	School finance and reporting and/or Career Technology finance
_____	Oklahoma Open Meeting/Open Records Act
_____	New state and federal laws and their impact on local school districts
_____	Ethics, duties, and responsibilities of school board members
_____	Legal issues impacting local school districts
_____	School employment and due process law
_____	Specific instruction on the Individuals with Disabilities Education Act (IDEA)
_____	Educational issues
And/Or	
_____	CONTINUING EDUCATION School Board Member Training

- ☐ I verify that I attended the entire workshop as approved for credit.
- ☐ I verify that I attended the portion of the agenda highlighted on the attached agenda.

Board Member Signature

Workshop Director or Superintendent Signature

Return to:

Renee Reed

Oklahoma Department of Career and Technology Education
1500 West Seventh Avenue, Stillwater, OK 74074-4364

renee.reed@CareerTech.ok.gov

FOR OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION USE ONLY	
WORKSHOP APPROVED FOR	<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> New/Incumbent School Board Member Training</div><div><input type="checkbox"/> Continuing Education Training</div></div>
<div style="margin-top: 20px;">_____ Renee Reed Leadership and Professional Development, Oklahoma Department of Career and Technology Education</div>	